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OFFICE ASSISTANT III
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
LEGAL
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION, THIS INDIVIDUAL WILL BE RESPONSIBLE FOR PERFORMING COMPLEX CLERICAL TASKS AND PROVIDING CLERICAL SUPPORT TO THE ATTORNEY SUPERVISOR AND UNIT STAFF WITHIN THE WORKERS' COMPENSATION AREA OF THE LEGAL DIVISION OF THE OFFICES OF THE INSURANCE COMMISSIONER EXERCISING DISCRETION AND INDEPENDENT JUDGEMENT. DUTIES WILL INCLUDE, BUT ARE NOT LIMITED TO, TYPING DOCUMENTS AND CORRESPONDENCE FROM VERBAL INSTRUCTION, WRITTEN OR VOICE RECORDED DICTATION AND CORRECTING TO FINISHED FORM; MAKING AND CALENDARING TRAVEL/TRAINING ARRANGEMENTS FOR THE ATTORNEY SUPERVISOR AND UNIT STAFF AND PREPARING PROCESSING TRAVEL/TRAINING REQUESTS AND REIMBURSEMENT FORMS; ORGANIZING, MAINTAINING AND AND RETRIEVING DATA FROM MULTIPLE SOURCES TO ASSIST IN THE PREPARATION OF LEGAL DIVISION REPORTS; MAINTAINING A RECORD OF RECEIPT OF AND RESPONSE TO OUTSIDE INQUIRIES; SCANNING AND INDEXING LEGAL DOCUMENTS; INVENTORYING AND ORDERING SUPPLIES AS NEEDED AND MAINTAINING A P-CARD ACCOUNT; ANSWERING AND SCREENING CALLS, TAKING AND RELAYING MESSAGES; MAINTAINING AND UPDATING THE LEGAL LIBRARY; MAKING AND DISTRIBUTING COPIES; RECEIVING, SORTING AND DISTRIBUTING INCOMING MAIL; USE OF ELECTRONIC DATABASES AND OTHER COMPUTER PROGRAMS INCLUDING MICROSOFT WORD, EXCEL, POWERPOINT AND WORD PERFECT; AND OTHER DUTIES AS ASSIGNED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: FOUR (4) YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE PERFORMING ROUTINE OFFICE WORK.

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SUBSTITUTION: COLLEGE HOURS, RELATED BUSINESS
SCHOOL, OR VOCATIONAL TRAINING MAY BE SUBSTITUTED
THROUGH AN ESTABLISHED FORMULA FOR THE REQUIRED
EXPERIENCE.

SALARY: PAY GRADE 007 \$20,472.00 - \$37,884.00

DEADLINE: SEPTEMBER 21, 2011

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
CAMMIE WHEELER
PO BOX 50540
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER INS120020 ON APPLICATION